

FREQUENTLY ASKED QUESTIONS

1. How are participants selected for graduate course attendance?

- a. The application process will be announced annually.
- b. Participants are selected for graduate-level round-out courses by their local supervisor who approves individual courses in business management and public policy areas. The participant submits the approved and signed request on DD Form 1556 to the DLAMP office. Courses are authorized and funded by the Civilian Personnel Management Service.

2. What is funded?

Academic funding is provided for tuition and course-related fees (books, materials) and travel for accredited college and university courses.

3. How do I make changes to course enrollments prior to the scheduled start date?

Changes to an approved DD Form 1556 that do not involve costs (e.g., change in course title) may be made by pen and ink. Fax the modified DD Form 1556 to the DLAMP office prior to the class start date. To make a change to an approved DD Form 1556 that does impact costs, you must submit a new DD Form 1556. Write “cancelled” across the obsolete form and fax it with the new form to the DLAMP office.

4. Do I need to have my supervisor sign the DD Form 1556 before sending it on to DLAMP?

Yes. Without your supervisor’s signature, the DLAMP staff cannot authorize graduate education.

5. Do I need to provide any additional documentation with the DD Form 1556?

Participants enrolled in full-time or part-time master’s degree programs or other graduate courses are required to list the costs for tuition, books and materials for each course on a separate DD Form 1556, Request Authorization, Agreement, Certification of Training and Reimbursement, with the appropriate supervisory signature. Forms must be submitted to the DLAMP office at least two weeks prior to the beginning of the course with copies of the tuition rate and course description from the university catalog. An electronic DD Form 1556 may be printed, signed, and faxed with attachments to DLAMP at (703) 696-9581. If travel will occur in conjunction with training, the DLAMP staff will prepare the travel order. Participants will be contacted by the DLAMP staff for additional information.

6. Who registers me for the classes?

You register for your classes at an accredited university or college.

7. How do my educational expenses get paid?

Once DLAMP validates your invoice or other documentation, the Business Management Division, CPMS will pay the vendor. If you receive an invoice, please fax it to DLAMP at (703) 696-9581.

8. How long does it take to get approval?

The DD Form 1556 must be received in the DLAMP office at least four (4) weeks before the class starts. Provided DLAMP receives the requests in a timely manner, turn around generally takes 4 days. Exceptions to the two weeks are made on a case-by-case basis.

9. How do I cancel enrollment in a course?

Follow the university procedures for cancellation of any course. Notify DLAMP immediately by phone, fax, or email. Write “cancelled” across a copy of your DD Form 1556 and fax it to DLAMP. DLAMP will coordinate the cancellation with CPMS/BMD. NOTE: Any fees associated with student-initiated cancellation or withdrawal from an approved course will be paid by the student.

10. Who keeps my DD Form 1556 and how do I know it has been approved?

Once a DD Form 1556 has been fully authorized and approved, you will receive an e-mail notification from the DLAMP office. The original DD Form 1556 will be filed at DLAMP.